

## Job Aid:

### Revising a Quote in COMMBUYS After the Bid Has Closed

#### This Job Aid shows vendors how to:

- Revise a quote in COMMBUYS after the bid has closed

#### Of Special Note:

- If a buyer requests a revision to your quote, you will be notified through a COMMBUYS generated email
- Buyers may submit revision requests for various reasons:
  - Clarification or additional information is needed
  - A Best and Final Offer (BAFO) is requested
  - An error in your quote needs correcting (e.g. "No Bid" must be changed to "No Charge" for a specific line item for awarding purposes)
- Quotes in COMMBUYS may not be revised after the Bid Opening Date except at the buyer's request

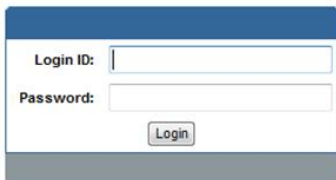
#### Screenshot

#### Directions



COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

- [Register](#)  
Register here to begin using COMMBUYS.  
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)  
Complete registration here to begin using COMMBUYS.  
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)  
Browse open bid opportunities.
- [Active Contracts](#)  
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)  
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)  
Search for registered vendors.



[Login Assistance?](#)

1. Launch the COMMBUYS website by entering the URL for [COMMBUYS](https://www.commbuys.com) (<https://www.commbuys.com>) into the browser.

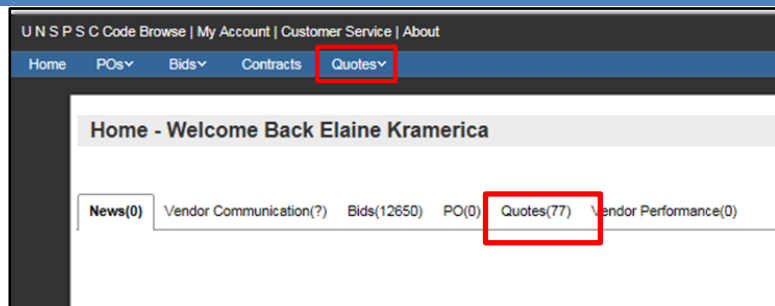
Enter your login credentials and click the **Login** button on the COMMBUYS home page

## Job Aid:

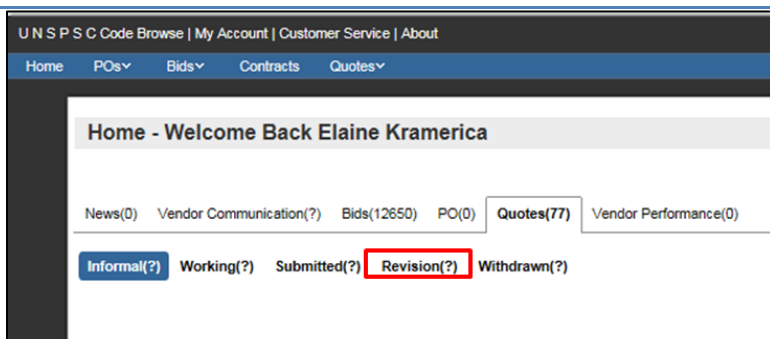
### Revising a Quote in COMMBUYS After the Bid Has Closed

#### Screenshot

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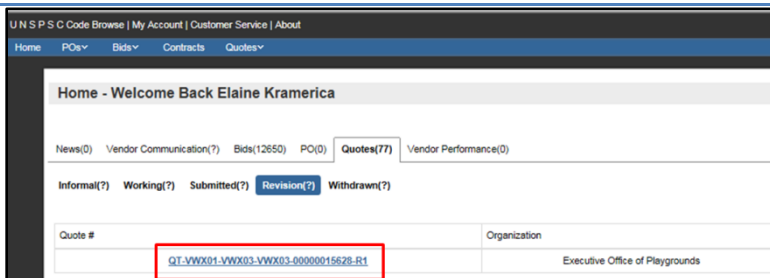
2. Upon successful login, look for the quotes tab, below where it displays your name. Then select the **Quotes** tab.



3. Clicking on the Quotes tab opens five sections:

- Informal
- Working
- Submitted
- Revision
- Withdrawn

Click on the **Revision** sub-tab to open the Quote and respond to the COMMBUYS revision request from the sourcing manager.



4. Under the Revision tab, select the Quote # hyperlink, which now lists an '-R1' indicating this is the first revision of your initial quote.

Subsequent revision requests will change the number (R2, R3, etc..).

Click on the **Quote#** hyperlink.

## Job Aid:

### Revising a Quote in COMMBUYS After the Bid Has Closed

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#### Directions

**Quote QT-VWX01-VWX03-VWX03-00000015628-R1 - Kramerica**

Quote Number: QT-VWX01-VWX03-VWX03-00000015628-R1  
 Quote Description: RFR - School Recreation Equipment

Click Yes to acknowledge that this quote has not been submitted. Once acknowledged, you may finish the quote and submit it for consideration.

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5. You will now be asked to confirm that this revised quote has not yet been submitted. Click **Yes** to begin editing the quote.

**Quote QT-VWX01-VWX03-VWX03-00000015628-R1 - Kramerica**

General | Items | Questions | Subcontractors | Notes | Terms & Conditions | Attachments(0) | Summary | [Back to Bid](#)

Other Quotes for this bid by the same vendor: [QT-VWX01-VWX03-VWX03-00000015628-R1](#)

Quote #: QT-VWX01-VWX03-VWX03-00000015628-R1  
 Organization: Executive Office of Playgrounds  
 Status: In progress  
 Delivery Days: 0  
 Is "No Bid": ☐  
 Shipping Terms: ☒  
 Ship Via Terms: ☒  
 Promised Date: 05/13/2016 04:00:00 PM  
 Due Date for Response: 05/13/2016 04:00:00 PM  
 Info Contact:   
 Comments:   
 Date Last Updated: 05/13/2016 03:10:36 PM  
 User Last Updated: Elaine Kramerica

6. The system will display the General tab and you can begin editing the quote as instructed by your sourcing manager. Please note that once all changes are made under each tab, you must select **Save and Continue**. Please complete work to all tabs (as instructed).

U.S. S.P.C. Code Browser | My Account | Customer Service | About

Home | **PCs** | Bids | Contracts | Quotes

**Quote QT-VWX01-VWX03-VWX03-00000015628-R1 - Kramerica**

General | Items | Questions | Subcontractors | Notes | Terms & Conditions | Attachments(0) | **Summary** | [Back to Bid](#)

**Header Information**

Quote #:	QT-VWX01-VWX03-VWX03-00000015628-R1	Bid #:	BD-17-VWX01-VWX03-VWX03-00000008222
Organization:	Executive Office of Playgrounds	Delivery Days:	0
Description:	RFR - School Recreation Equipment	Alternate Bid:	No
Bid Flag:		Ship Via Terms:	
Freight Terms:		Info Contact:	
Promised Date:			
Due Date for Response:	05/13/2016 04:00:00 PM		
Comment:			
Date Last Updated:	05/13/2016 01:10:05 PM	User Last Updated:	Elaine Kramerica

Vendor accepts the terms & conditions with no exceptions.  
 Bid Acknowledgements:

Document	Amendment Note
Amendment 1	Header 1: Bid Opening Date changed from "05/11/2016 12:00:00 PM" to "05/13/2016 03:45:00 PM".

7. Once all edits have been made, click on the **Summary** tab to review.

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Discount %	Tax Rate	Freight	Extended Amount
0.0%	0.0%	\$0.00	\$1,050.00
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Print</span> <span style="border: 2px solid red; padding: 2px;">Submit Quote</span> </div>			

8. Once review is completed, select **Submit Quote** at the bottom of the Summary tab.

**Message from webpage** X



Are you sure you want to submit this quote?

OK
Cancel

9. The system will ask that you confirm your intent to submit the quote. Click **OK** to continue.

**Home - Welcome Back Elaine Kramerica**

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[PO\(0\)](#)
Quotes(77)
[Vendor Performance\(0\)](#)

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[Informal\(7\)](#)
[Working\(7\)](#)
Submitted(7)
[Revision\(7\)](#)
[Withdrawn\(7\)](#)

Quote #	Organization
<a href="#">QT-VWX01-VWX03-VWX03-00000015628</a>	Executive Office of Playgrounds
<a href="#">QT-VWX01-VWX03-VWX03-00000015628-R1</a>	Executive Office of Playgrounds
<a href="#">QT-DEF01-DEF03-DEF03-00000015501</a>	Department of Masters
<a href="#">QT-DEF01-DEF03-DEF03-00000015502</a>	Department of Masters
<a href="#">QT-DEF01-DEF03-DEF03-00000015503</a>	Department of Masters

10. If you return to the Quotes tab and click on **Submitted** quotes you will find your revised quote. You will also receive an email confirmation that the Quote has been submitted.